

## **Da Vinci RISE High Admission/Enrollment/Attendance Policy**

### **Admissions & Enrollment:**

Da Vinci RISE High (“RISE High”) will be open to all students who wish to attend the school, as prescribed in EC § 47605.6(e)(2)(A). RISE High will not charge tuition, and will not discriminate against any student on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status. RISE High shall receive ADA funding for pupils over nineteen (19) years of age only in accordance with applicable State law.

RISE High shall adhere to the provisions of the McKinney-Vento Homeless Assistance Act and immediately enroll students who are homeless even if records required for enrollment are missing or unavailable at the time of enrollment. Staff shall work with the student’s prior school to obtain the student’s immunization records or shall ensure that he/she is properly immunized and other required records are completed as further discussed in this policy.

### No Admission Testing

At the time of enrollment, assessments may be administered to determine a students’ placement in appropriate courses or need for instructional interventions; however, such assessments will not be used as a means to prohibit or discourage any student from attending RISE High.

### Application and Enrollment Process

RISE High establishes an annual recruiting and admissions cycle, which includes reasonable time for all of the following:

1. outreach and marketing;
2. orientation sessions for students and parents;
3. an admissions application period;
4. an admissions lottery, if necessary; and
5. enrollment.

RISE High may fill vacancies or openings that become available after this process using either a waiting list or any other non-discriminatory process.

### Application Procedures

RISE High has developed a standardized application form required of all prospective students.

Applications will be accepted during a publicly advertised open application period each year for enrollment in the following school year as indicated on the Lottery Application form. Following the open applications period each year, applications shall be counted to determine whether any Learning Site has received more applications than availability. Since RISE High is a unique, alternative program, space availability will not be determined by grade level but rather by the total capacity of each Learning Site. If the number of applications does not exceed spaces available, all students that have applied before the deadline will be enrolled at RISE High.

Throughout the school year, when space is still available, students are enrolled on a first come, first serve basis.

### Public Lottery & Enrollment Preferences

In the event that demand exceeds capacity, RISE High will hold a public random drawing in accordance with EC § 47605.6(e)(2)(B), to determine enrollment, with the exception of existing students who are guaranteed enrollment in the following school year. Parents/guardians of all applicants will be informed of the rules to be followed during the lottery process. Public notice will be posted on the school's website and at all Learning Sites regarding the location, time and date of the drawing at least two weeks prior to the lottery date. The public random drawing will be scheduled in the month of March either on a weekend or after 6:00pm on a weekday so that as many parents/guardians and interested parties as possible are able to attend. Notice to parents/guardians, in particular, will inform them that attendance at the drawing is not a requirement for the selection and enrollment of their students. The drawing will be held in a secure meeting room that is large enough to accommodate all parties that wish to observe the process.

Enrollment preferences in the case of a public random drawing shall be as follows:

1. Student residing in the Los Angeles County; specifically defined as a student:
  - a. Who is a foster child, as defined in EC 48853.5, or is a homeless child or youth, as defined in 42 USC § 11434a(2)
  - b. With history of school non-attendance and/or is significantly credit deficient
  - c. Who has dropped out of school
  - d. Who is currently on probation
2. Siblings of students admitted or attending RISE High
3. All other applicants

Notification of admission status will be mailed to all applicants within two weeks of the public random drawing. Enrollment packets will be sent to students selected from the drawing and will generally have five business days from the date of notification to accept the enrollment offer. Considering the needs of homeless and foster youth, this timeframe shall be extended to at least fourteen days and staff shall use numerous means to notify the family (e.g., mail, phone, and e-mail). School staff will be available to assist families in completing the enrollment packet, if needed.

Presuming there is space available, homeless and foster youth shall be immediately enrolled upon submission of enrollment packet and notified of their admission and enrollment status, even if all records required for enrollment are lacking. If the homeless and foster youth needs assistance in obtaining or completing necessary records the Principal or designee ("Liaison") will work with school staff to enroll the homeless student, even if the parent/guardian is unable to provide the school with the records normally required for enrollment. The Liaison will help contact the school last attended by the student to obtain these records. If the student needs to obtain immunizations or does not have immunization or other medical records, the Liaison will assist the parent/guardian in obtaining the necessary immunizations or records for the student.

### Waitlist Management

All students who do not receive a placement during the public random drawing will be placed on a waitlist to enroll should space become available.

After the available spots have been filled, remaining students will be placed on a numerical waiting list, as determined by the drawing, and utilized as space becomes available throughout the school year. These students will be informed of their waiting list priority number. Wait list ranking will be assigned in the order selected. Whenever a student is admitted from the waiting list, he/she will be notified by phone call and written communication from RISE High's Office Manager and will have five business days from the date of notification to accept the enrollment offer. School staff will be available to assist families in completing the enrollment packet, if needed.

Students who do not apply in the open enrollment period are added to the end of the waitlist in the order they applied whenever enrollment is impacted during the school year. The waitlist will not carry over to the following school year. A student is allowed to be on multiple waitlists, and must be offered a placement should space become available.

Application forms, the manual record of all lottery participants and their assigned lottery numbers, and other lottery-related documents will be filed at RISE High. Results and waiting lists from the public random drawing will be readily available in the main office at Learning Site #1 for inspection upon request. Each applicant's admissions application will be kept on file for the academic year, with his/her assigned lottery number, in the school database.

### **Attendance:**

Attendance is based on work completed, not time spent in a classroom. This means that student attendance is tracked based on the work they complete each day (independent study model). Given flexible scheduling, this work may be completed on or off campus and will be facilitated by teachers to ensure students are engaging in rigorous and relevant instruction. Work completed is tracked via the DreamSeeDo learning platform that RISE High has co-created to ensure students have continuous access to relevant and real world curriculum. Students and stakeholders can track student engagement via the students heat map (depicted in the Student Handbook).

At RISE High, we believe communication is imperative for success. Each student works alongside his/her STAC Team (Student-Teacher-Adult (parent)-Counselor/Case Manager) to develop a personalized learning plan (PLP) – reviewed and updated quarterly in accordance with their priorities and goals that outlines their course schedule. This schedule contains specific workshops, classes, advisory meetings and group sessions that they are expected to attend. If a student is running late or is unable to keep any of these appointments, the expectation is that they contact the front office and their advisor, and that they follow up with their teachers after to ensure they are accurately informed of their assignments.

On days when a student is not scheduled to attend sessions on campus, they may work independently and still receive attendance credit. At RISE High, an absence is defined as a day

in which a student completes no work. If a student does not complete work and, therefore, is “absent,” the following procedures must be followed:

1. Call the school at (310) 725 – 5800 and leave a message notifying the school of the absence. Please include the name of the student, advisory, and the reason for absence in the email or the message. Parents/guardians may also email the office manager – see the Contact Info section of the Student Handbook.
2. When the student returns to school, the student should have a note verifying the absence or tardy. All notes should contain the following information:
  - a. Student’s full name
  - b. Advisory
  - c. Date(s) of absence
  - d. Reason for absence
  - e. Parent/Guardian contact number
  - f. Signature

#### Excessive Absences

Whenever a student is going to be absent (with no work completed) for more than three consecutive days, a meeting must be set up with their advisor to discuss the absences and a plan for managing academic work during the time away.

#### Closed Campus

RISE High is a closed campus, meaning that students are not permitted to leave/return from campus during the school day without special permissions on their individualized schedules to allow for jobs, internships or other admin approved priorities.

#### Procedures for students aged 18 or older

Permission is given for 18 year old students to excuse their own absences and sign themselves into and off of campus once they have submitted the appropriate contract. Students may obtain the appropriate contract from the front office. All absences and instances of signing out early will be communicated to parents/guardians as described in the contract.

#### Procedure for Picking Up a Student Early

Students under the age of 18 will only be released during their scheduled sessions to their parent/guardian who is listed in PowerSchool for the student. If a parent/guardian wishes for one of the emergency contacts listed in PowerSchool to pick up a student from his/her sessions or workshops early, they must make the request in person or by phone. When the parent/guardian arrives to pick up his/ her student, the office will verify that the person coming to pick up the student is listed on the emergency contact form. The office staff may require photo identification for verification of parent/guardian/emergency contact identity.

The student will only be called out of session when the parent/guardian arrives at the school to pick up the student. Students will not be called out from session or dismissed from school per phone requests by the parent/guardian. The parent/guardian must sign the student out of school, indicating time of sign-out and reason for sign-out. A doctor’s note (if applicable) should be

provided upon student’s return to school on the same day or on the next day in which the student is present.

Leaving school early or arriving late often, with or without reason, can be damaging to a student’s educational experience and to how his/her courses are run. If a student often leaves school early or arrives late a conference will be held with the family to discuss potential consequences, including extracurricular activities, dances, etc.

Consequences for Unexcused Tardies

Given the flexible scheduling and independent studies model, RISE High students are expected to communicate when they will be tardy to one of their assigned sessions. If there is no communication prior to a tardy, and it does not fall into the “excused absences/tardy category” below, it will be unexcused. If a student is tardy to session three times during a given week, they will be required to engage in a STAC meeting before the end of the week. Other consequences for repeated tardiness will be assigned based on how often a student is tardy to session. This will not impact the student's attendance, but may impact the Accountability portion of their grade. Attendance is calculated by work completed and will be monitored separately from absences/tardies.

Excused absences or tardies include:	Unexcused absences [truancy] or tardies include:
<ul style="list-style-type: none"> <li>• A medical, dental, optometric, or chiropractic appointment with a doctor’s note</li> <li>• Personal illness with a parent note</li> <li>• Quarantine with a doctor’s note</li> <li>• Family emergency with a parent note</li> <li>• Appearance in court with a note from the court</li> <li>• Attendance at a funeral with a parent note</li> <li>• College visit with parent note*</li> <li>• Employment conference with a parent note*</li> <li>• Observation of a religious holiday or ceremony with a parent note*</li> <li>• Conference with another staff member with a note from that staff member excusing the absence / tardy</li> <li>• Circumstance approved by administration*</li> </ul>	<ul style="list-style-type: none"> <li>• Any absence or tardy without a note, including being late to a class without a note</li> <li>• Unexpected transportation issues (i.e. traffic issues, flat tire, etc.) – with or without parent note</li> <li>• Oversleeping and /or mismanagement of time</li> <li>• Family vacations</li> <li>• Babysitting / taking care of other family members</li> <li>• Anything not listed under “excused absences or tardies”</li> </ul>

\*Requires pre-approval by administration. Please schedule an appointment.

Notes:

1. If a student is going to be absent for more than three consecutive days for any reason, an appointment with school administration to discuss the absences and plan for completing school work must be held.

If students or parents have questions about attendance / tardy records, please do the following:

1. Log into PowerSchool to review student attendance data.
2. Contact the front office with questions by calling (310) 725 – 5800.
3. Unresolved questions regarding attendance / tardies will be addressed by school administration.

Board Approved: July 31, 2018